

GARY LOCKE
Governor



STATE OF WASHINGTON
OFFICE OF THE GOVERNOR

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April 20, 2004

TO: Agency Directors

FROM: Bill Alkire, Legislative Director

SUBJECT: PROCEDURES FOR 2005 AGENCY REQUEST LEGISLATION

First, I would like to express my gratitude to you and your staff for your extraordinary work during the 2004 Legislative Session. Many of Governor Locke's top priorities for the session were accomplished – and on time! Your hard work and dedication is a great example of unselfish public service to the citizens of Washington State, and it is certainly appreciated.

Although it seems early to begin the agency request legislation process for 2005, I am sending this information on the request process to coincide with instructions for your agency's budget submittal. This year submittal of agency request legislation proposals with a budget impact **must coincide with the agency's budget submittal. A separate decision package is required for each agency request legislation proposal with budget impact. Agencies' budget submittal dates are August 18, 2004, or September 1, 2004. Please check the budget instructions for the submittal date for your agency.** The deadline for submittal of all remaining agency request packages (i.e., bills with statutory changes that do not have fiscal impacts) is **September 30, 2004.**

The formal submittal of agency and executive request legislation will follow the process that has been in place for the last several years. Agencies are encouraged to focus on legislation that promotes the Governor's top priorities, which include achieving greater efficiency in conducting state business, strengthening education, and promoting economic recovery. Key items to keep in mind include the importance of stakeholder work prior to submittal and keeping the number of proposals to a minimum to allow for a focus on top priorities. Packages requiring commission or advisory committee endorsement should be presented on agendas that will allow compliance with the above noted deadlines. Remember, even if an agency request bill was approved in a prior year, it must be submitted for approval this year.

Complete instructions for submittal of agency request legislation are attached. All packages should be delivered to Patsy Ellis, Governor's Executive Policy Office, Room 100, Insurance Building, MS 43113, 902-0641, patsy.ellis@ofm.wa.gov.

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Our objective is to have all gubernatorial decisions regarding agency request legislation before the end of November.

Please find time to discuss the agency request proposal with your OFM policy advisor before submittal. If you have questions concerning this process, please contact me at 902-4117, or Patsy Ellis at 902-0641.

Attachments
cc: Legislative Liaisons

Agency Request Legislation Requirements and Procedures

- Unless approved by Governor Locke through this review process, legislation may not be forwarded to the Legislature.
- Agency request bills should be limited to topics furthering agency and state goals.
- The agency director is responsible for reviewing and approving each bill proposal before it is submitted.
- The staff person responsible for each proposal and the assistant attorney general responsible for legal review should be thoroughly familiar with the proposed bill and be prepared to answer questions about it.
- This year submittal of agency request legislation proposals with a budget impact **must coincide with the agency budget submittal. Proposal are subject to the following deadlines:**
 - **August 18, 2004** – legislation with fiscal impacts for agencies with an August 18 budget submittal due date.
 - **September 1, 2004** – legislation with fiscal impacts for agencies with a September 1 budget submittal due date.
 - **September 30, 2004** – legislation without fiscal impact as proposed by any state agency.
- If you find it necessary to submit bill proposals after the applicable deadline, you must obtain written approval before that date. These extension requests should be submitted in writing to Patsy Ellis, Governor's Executive Policy Office, P.O. Box 43113, Olympia, WA 98504-3113, as soon as you know that you will not be able to meet the deadline. The request should include a description of the proposal, the reason for the delay, fiscal impact noting the fund source, and the date by which a complete package will be submitted for review.
- A bill proposal will not be reviewed until a complete package is received, **including stakeholder collaboration.**
- Once approved, each agency is responsible for finding legislative sponsors for approved bill proposals. If a proposal has been disapproved or held in the course of this review process, do not solicit legislative support or seek support of other individuals or organizations.

Agency Request Legislation Checklist

Agency Name: _____

Agency Contact &
Phone Number: _____

Request Title: _____

Z-Draft Number: _____

A complete package for bills includes **four** paper copies of the following eight items. Agencies should feel free to use the electronic fiscal note system to prepare these fiscal notes, but should not submit them electronically to OFM.

Agency request legislation will not be reviewed until these items are received:

- ☐ A completed checklist for each proposal.
- ☐ A statement of need for the bill and/or the problem it is designed to correct in language that is understandable to non-technicians.
- ☐ A summary of the major provisions of the bill and their impact on current law.
- ☐ A thorough list of all other government agencies affected by the bill, a summary of their positions, and each agency's representative who may be contacted on the issue. If no other government agency is affected, please indicate.
- ☐ A thorough list of all stakeholders and stakeholder groups affected by the bill, **a summary of each stakeholder position**, and the name and phone number of each person contacted.
- ☐ Names, titles, and phone numbers of staff responsible for policy questions, and the assistant attorney general responsible for legal questions.
- ☐ A Code Reviser's draft of the proposed bill (Z-drafts only).
- ☐ A fiscal note, **even if there is no fiscal impact. When your proposed bill has a fiscal impact on other agencies, including local government, those agencies' fiscal notes must be included in your package.** Please note that fiscal impacts associated with agency request legislation must also be included in a decision package in the agency's supplemental or biennial budget request.